Residential Community Standards
2021-2022

As an academic community, Simmons University provides an academic program and living-learning environment that enhances the student’s intellectual and personal development, preserves the rights of the individuals and organized groups, and encourages individuality while affirming a commitment to the community dimension of college life. All members of the community are considered adults and are expected to conduct themselves in a manner compatible with the University’s mission as an educational community.

Students in violation of the University Housing License Agreement, residence hall policies, or established community guidelines will be referred to the student conduct process. Students and parents should understand that violations may result in a range of sanctions including suspension, removal from the residence halls, or exclusion from the University. Any student who is a dependent and receives Residence Campus probation or more severe action should know that a copy of the sanction will be forwarded to their parent or guardian. The University Housing License Agreement terminates immediately if the student is excluded from the University for either academic or disciplinary reasons.

Simmons University is responsible for establishing and maintaining the health and safety of students, members of the campus community in general, and guests. Policies and procedures have been developed to protect students against incidents or behavior that may jeopardize the physical, mental, and emotional health and/or safety of either the community or the individual. They reinforce respect for one another. Resident students are responsible for abiding by the terms and policies outlined here in the Residential Community Standards as well as the Simmons University Code of Conduct and the University Housing License Agreement. The following policies constitute parameters of acceptable behavior designed to ensure peaceful coexistence and personal freedom. Simmons University reserves the right to enter, reassign, or repossess rooms, and to take other steps as it deems necessary in the interest of the health, safety, consolidation of resources, or welfare of its resident students.

Simmons University Conduct Process

Violations of the University Housing License Agreement, Residential Community Standards, Code of Conduct or any other University policies or guidelines will be reported to the appropriate authorities and may be referred to the student conduct process. The Office of Residence Life adjudicates cases through the process outlined in the Simmons Code of Conduct, which should be consulted for specifics relating to hearing procedures, outcomes, sanctions, the appeals process, and more.

Instructions from University Officials

Failure to obey instructions or interference with the response of university officials to emergency calls or in the carrying out of their regular responsibilities is prohibited. Misrepresentation of
information or identification to a university official is a violation of the Code of Conduct. Students in violation of these policies will face disciplinary action.

Alcohol Policies

1. Students under the age of 21 are prohibited from possessing or consuming alcohol.
   a. In the case where one roommate is 21 and the other(s) are not of legal age, the student of legal age can not consume alcohol in the presence of the underage roommate(s).
   b. Guests of underage residents are not permitted to consume alcohol while on campus (for reference see Host Policy)
      i. Proof of legal drinking age must be presented when requested by a university official.
   c. Possession of shot glasses or empty alcohol containers by an underage person is also prohibited.
2. Students 21 or older may only consume or keep alcohol in their assigned residential room. Consumption may never take place in common areas or public spaces.
   a. All residents assigned to or in the room must be 21 or older for alcohol to be consumed
   b. Residents who are 21 or older are allowed to have alcoholic beverages that are limited to:
      - One 12-pack of beer (144 ounces/4.26 liters) OR
      - One standard bottle of wine (750 ml) OR
      - 750 ml of hard liquor
3. Kegs, beer balls, alcohol by the case, other central sources of alcoholic beverages, or unauthorized quantities of alcohol are not permitted on campus grounds.
4. Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited, including, but not limited to, activities such as beer pong, quarters, and flip cup. This also applies to the possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol.

Drugs

The possession, use, or distribution of federally illegal drugs, including illegal prescription medications and drug paraphernalia, is strictly prohibited. Any individual who violates this policy will be referred to the Simmons University Conduct Process. Multiple incidents of suspicion of drugs will result in referral to the conduct process.

Guest and Visitation Policies

Roommate's Rights

A roommate's right to free access to the room at all times must not be restricted by visitation. The roommate’s privacy, study time, or sleep must not be restricted or limited in any way. Thus, all students wishing to entertain a guest must have the permission of their roommate(s). If a
roommate feels their right to free access to the room is being violated, they should first have a conversation with their roommate. If more assistance is needed, residents may contact their Resident Advisor as in any other roommate conflict situation, who will then notify ProStaff as needed.

Residential Student Guest Policy

All Simmons students participating in surveillance testing are welcome to visit the residence halls during the day or overnight.

Who can be a guest during the 2021-2022 academic year?
- For residential students, the only guests permitted in residence halls outside of the Simmons students (which includes commuter students and other residential students) will be members of the Colleges of Fenway (COF) participating in surveillance testing at their home institutions.

Who can visit during the 2021-2022 academic year?
- Prospective students or prospective athletes
- Admissions tours

For prospective students being hosted by Admissions or Athletics, they must complete a rapid antigen COVID or PCR-based test within a three (3) day window preceding their residence hall visit and then submit their negative test result to the host department. The host department will upload an attestation with the prospective student/athlete’s contact tracing information. For Admissions, this includes individual "shadow" overnights as well as group overnight events. Please note: Those participating in guided tours that move through residential spaces are not required to submit proof of a negative test result.

Residents are allowed to have one (1) guest per room and are responsible for the conduct of their guests. Residents must obtain the permission of their roommate(s) prior to the visit of any overnight guests. Overnight guests may stay for up to six (6) days in a 30-day period and for up to three (3) consecutive days at a time. Please note that the University does not allow cohabitation. A cohabitant is defined as a visitor, who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using the amenities of the hall (such as a bathroom or laundry room) on a frequent basis, and any combination of these or similar activities.

Minor Visitor Policy

All overnight guests that visit the residence halls must be 16 or older and the host department must complete a Minor Visitor Form where emergency contact information is required and will be kept on file by the Office of Residence Life in these situations. To find the Minor Visitor Form follow this link.
Host Policy

For the purposes of the host policy, a guest is defined as anyone who is not a residential student or is a student, but is not a resident of the hall that they are entering/visiting. All guests must be escorted by their host residential student at all times.

The host policy (meaning that a guest must be escorted at all times) is in effect any time the residence halls are open. Guests must be escorted in all areas of the hall (including stairways) as well as into and out of the building. This includes the escort of guests on the Residence Campus quad to and from the exit in Simmons Hall after 11:00 p.m. and until the gates are unlocked in the morning. Each resident is responsible for ensuring that the behavior of their guest is consistent with the policies of Simmons University. The host student bears the responsibility for policy violations of a guest and will be referred to the conduct process for a guest's violation(s). Should a resident host require assistance with the removal of a guest, they may call a staff member of Residence Life or Public Safety. Residence Life staff members reserve the right to require the removal of any guest deemed by them to be in violation of policy or disturbing to the community.

Posting Policy

The University expects that all members of the community will treat others with dignity, civility, and respect. Given this, the University expects that writings, pictures, notes, etc. displayed in a public or communal area must adhere to the standards of the Simmons community. This includes, but is not limited to, room doors, hallway walls, bathrooms, and lounge areas. Students agree not to use their residence hall room and common spaces for anything that will be unlawful, improper, or contrary to any applicable law or federal, state, and municipal ordinances, regulations, and Simmons policies.

All materials for posting, advertising, or distribution within the residence hall community must comply and be approved by the Office of Residence Life. Student organizations outside of ORL wishing to post program flyers must complete the Residence Hall Posting Request Form and then drop off their flyers to the front desk in the ORL. Materials must be received at least five (5) business days prior to the event date. Once approved, desk staff will stamp flyers using the “Simmons Office of Residence Life” stamp. Flyers will be posted by the ORL staff. Student organizations and other parties are not permitted to post their own flyers. All flyers will be removed by the RAs on Duty within 24 hours of the program taking place. Approval will not be granted if the Residence Hall Posting Request Form has not been completed prior to seeking the stamp from the Office of Residence Life.

Fire Alarms and Equipment

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations required by the University or applicable local, state, and federal law.
When an alarm sounds, each person is required to exit the building and to move at least 100 feet from the building once outside. Public Safety and/or Residence Life staff will give further instruction. No student is permitted to re-enter the building until instructed to do so by a professional staff member.

Planned fire drills are conducted each semester by the Department of Public Safety in coordination with the Residence Life staff to give residents an opportunity to practice and learn safe exit procedures. Students should take their keys and lock their doors as they exit the building.

All fire safety systems and equipment are checked by university personnel routinely and must pass fire code safety inspections. Please report any fire safety equipment problems (including missing equipment) to Public Safety or a Residence Life staff member immediately.

Failing to immediately evacuate a building when the alarm sounds, tampering with fire safety equipment, causing a false alarm, or reporting a false fire are grounds for immediate disciplinary action through the conduct process.

**Lockouts**

Please remember that it is every student's responsibility to carry their key and student ID at all times. During weekday business hours (8 AM - 5:30 PM), students may come to the Office of Residence Life to obtain a loaner key. On weekdays, after normal business hours, students will contact the RAs on Duty. The first (1) lockout is complimentary, the second (2) will be an educational conversation with a member of ProStaff, the third (3) will result in a conduct meeting with a hearing officer.

**Storage of Items/Adjoining Rooms**

All hallways, stairways, and exits must remain unobstructed at all times. The storage of items including, but not limited to, boxes of recycling materials, bicycles, and storage trunks, is not permitted in common areas. Students residing in rooms with adjoining doors may not store or place any items in front of the doors that connect the rooms. The door must remain unlocked. There must be clear access through these connecting fire doors according to local, state, and federal fire codes. Students should not utilize the connecting fire doors to access rooms without permission of the occupants except in the case of an emergency for egress only.

**Booking of Telehealth Rooms**

This academic year, Residence Life has identified ten (10) rooms on Residence Campus to be used for telehealth appointments. Residents can book telehealth rooms through Calendly. Once confirmed they pick up the key from the Office of Residence Life. These spaces are only available between 8 AM - 4 PM during Weekdays excluding holiday closures.
Mask Wearing

All members of the university community, vaccinated and unvaccinated, must wear masks indoors. Unvaccinated members of the community are encouraged to wear masks outdoors, when in crowded spaces. A facial covering, such as a disposable mask or reusable cloth face covering, must be worn by all staff, faculty and students while inside campus buildings except for private, single-occupancy offices, private residence rooms, or while actively eating or drinking. An appropriate facial covering is one that provides full coverage of your nose and mouth.

Kitchen Use

All cooking in the kitchen facilities must be attended to at all times. Students who cause fires or trigger fire alarms through negligent use of kitchen facilities will be referred to the conduct process.

Possession or Use of Candles, Incense, Open Flames, or Cigarettes

Absolutely no possession or use of candles, oil burners, incense, or other items that require an open flame is permitted in the residence halls. Smoking cigarettes, cigars, or other tobacco products is not permitted in any of the residence halls or outdoor spaces, including lounges, hallways, individual rooms, the Residence Campus quad, and parking lots. Students who cause fires or the triggering of the fire alarms will be referred to the Simmons University Conduct Process.

Items Prohibited in Student Rooms

The following are strictly prohibited, for legal or safety reasons:

- Possession, use, or exchange of federally illegal drugs, narcotics, or drug paraphernalia;
- Possession, use, or exchange of alcohol by persons under the age of 21; possession of empty alcohol containers by persons under the age of 21 (includes shot and wine glasses);
- Possession of candles, smokeless cigarettes, hookahs, incense, oil burners, any item that requires an open flame for use and the burning of these or any other substances;
- Smoking (including e-cigarettes and vaporizers) is prohibited in the residence halls, in any other location in or around university housing, and anywhere outside on the Simmons University Campus.
- Possession, use, or sale of weapons including but not limited to firearms (including but not limited to pellet guns, BB guns, or any reasonable facsimile of a gun), mace, unregistered pepper spray, explosives of any kind including fireworks, knives (with the exception of kitchenware), nunchucks, stun guns, or any other articles or substances commonly used as weapons. Pepper spray can be registered through Public Safety.
- Possession or use of electrical appliances with heating elements or high energy consumption, such as hot plates, wax warmers, electric coffee pots, immersion heaters,
popcorn poppers, crock pots, electrical heaters, lava lamps, electric frying pans, electric woks, stoves, toaster ovens, air conditioners, torchiere style halogen lamps, or any other appliance which uses over 1,000 watts of electricity (with the exception of hair dryers), and/or any appliance that does not meet current UL specifications. Please note this exception: Coffee pots and electric tea kettles, irons, and rice cookers with automatic shut-offs are permitted.

- Possession or use of microwaves with the exception of those attached to Microfridges that are no larger than 3.5 cubic feet; possession or use of refrigerators that are larger than 4.5 cubic feet. Microfridges are only acceptable if they are energy star compliant and no larger than 3.5 cubic feet.
- Possession or use of waterbeds;
- Possession of any type of upholstered furniture not provided by the University which does not meet Massachusetts Regulations which require furniture in university dormitories to meet the standard of CAL 133 or CAL 117; each piece must be suitably labeled and written notice of compliance is required.
- Possession of any bed mattress that is not issued by the University.
- Possession or use of cinderblocks;
- Pets of any kind with the exception of approved service animals, approved emotional support animals, and small fish in properly maintained tanks of no more than a five gallon capacity;
- Gasoline-powered machinery such as motorcycles or mopeds and any other combustible items including combustible engines, flammable liquids, non-electric lanterns, and large combustible decorations;
- Hanging anything outside windows or on the residence hall facades, or placing anything on outside window ledges, except as part of an official university event or with the approval of the Director of Residence Life
- Hanging anything on or from the interior room ceiling, sprinklers, or fire detectors and covering the walls/ceiling with excessive decoration (over 50%) so as to create a fire safety hazard.

Health and Safety Checks

Residence Life staff will conduct routine Health and Safety checks of all students' rooms to ensure compliance with fire code and health and safety regulations. Items that are not permitted will be confiscated and disposed of or donated to charitable organizations. The inspection includes but is not limited to cleanliness, fire door safety, proper use of electrical equipment and extension cords, and items prohibited in student rooms as outlined above. Any questions regarding fire safety and/or health and safety issues should be directed to a Residence Life staff member.

Room Entry

The Simmons University Office of Residence Life reserves the right to have staff members enter student rooms at any time for the purposes of maintenance, Health and Safety inspections, investigation of disturbances, fire safety inspections or upon the reasonable suspicion of
violation of Simmons University policies. Notice will be given prior to entering residence hall rooms for routine matters including Health and Safety Checks. Only in cases of emergency (including fire safety checks), suspicion of violation infraction, and/or perceived situations where the health or safety and general well-being of persons are at risk shall an entry be made without prior notice. Simmons University Facilities may enter student rooms to complete work orders if there is an outstanding work order and will leave a door hanger notifying students of their presence.

Residence Deposit, Fees, and Refunds

Please see the updated University Housing License Agreement for updated information and dates.

The updated University Housing License Agreement can be found on the Residence Life website or requested via email at reslife@simmons.edu.

Room Assignment and Selection

Assignment into a residence hall is made official after the $250 deposit has been received by the Office of Student Financial Services and a University Housing License Agreement has been completed and electronically signed by the student, formal notification of room assignment has been received from the Office of Residence Life, and all residence charges have been paid in full. The University does not provide student housing for graduate students, married couples or children.

Resident students will receive notification of their room assignments in early August. If, for any reason, a student's mailing or email address changes during the summer, they should notify the Office of Residence Life and the Registrar immediately.

Housing Selection for returning upper-class students is held in the spring. Upper-class students, who apply by the deadline, have first priority for rooms. Procedures are outlined in detail by the Office of Residence Life during the spring semester.

The Office of Residence Life will attempt to match students' hall and roommate preferences and make all accommodations approved though the Office of Accessibility Service. Roommates are matched based on the information provided by students on the residence hall application. All roommates are encouraged to attend a roommate workshop where skills and assistance are provided to facilitate the roommate experience.

Only students assigned to a given room by the Office of Residence Life may reside in that room. Students may not obtain access to or in any way utilize any room to which they have not been assigned. Room changes or room swaps can be made at designated times throughout the year with the consent of the Office of Residence Life. If a student is having difficulties, they are required to discuss the problem with their roommate(s) and Resident Advisor. Residence Life
staff is available to assist students in creating an environment in which all parties can reside respectfully.

Unauthorized Moves/ Room Changes

Unauthorized moves/room changes that are not approved by the Office of Residence Life are prohibited and one resident can only occupy their allotted bed and storage space. All room changes or room swaps must be approved in writing by the Office of Residence Life before a student moves into a new room. Room changes or room swaps made without the permission of the Office of Residence Life will result in a referral to the conduct process and nullification of the room change or room swap. Requests for room changes as an accessibility-based housing accommodation should be addressed with the Office of Accessibility Services and will be implemented, as appropriate and applicable, by the Office of Residence Life.

Housing Accommodations

Simmons University and the Office of Residence Life strive to ensure that all students are accommodated in rooms that meet their needs and support their academic growth. The University is committed to the philosophy that the opportunity to share a room enhances a student's overall college experience. The standard arrangement at Simmons University for students in their first year, sophomore year, and junior year is to be given a housing assignment with one or more roommates. In their senior year, some students are provided with the opportunity to select a single room. Any student requiring a special housing accommodation of any type should send the request and documentation to the Office of Accessibility Services at Simmons University. Approved accommodations must be received by the Office of Residence Life no later than the deadlines listed in the University Housing License Agreement.

University Housing License Agreement

Resident students are required to fully read and understand each section of the University Housing License Agreement, which must be signed in order to obtain housing. This is a binding agreement for both semesters of the academic year once completed and signed by the student. Signing the agreement binds students to all policies in the Simmons University Student Handbook, Code of Conduct, Course Catalog, and all residential community policies, as determined within the student's residence hall.

Pets

Students are not permitted to have pets in the residence halls, with the exception of non-carnivorous fish in properly maintained tanks of no more than five gallons. Emotional support or service animals are only permitted with the approval of the Office of Accessibility
Services. Students who bring unapproved pets will be required to immediately remove the animal and be referred to the conduct process.

**Personal Property Insurance: Theft, Fire or any Other Damage**

Although the University makes every effort to assist students in protecting property with each residence hall being equipped with fire extinguishers and fire and security alarms the University is not liable directly or indirectly for loss and/or damage to personal property due to fire, theft, or any other cause. Students are encouraged to lock their doors at all times, and every resident student is encouraged to review their family's personal property or renter's insurance coverage before moving on campus as Simmons does not insure student property. Any loss should be reported immediately to the Office of Public Safety, as this report is essential for any possible reimbursement from the student's insurance company.

**Quiet/ Courtesy Hours Policy**

Quiet hours in the residence halls, except in otherwise designated areas, are from 11 PM until 9 AM. During these hours no noise should be heard outside of individual student rooms. Courtesy Hours are 24/7, this is when hall members are asked to keep noise at a courteous level and to lower the volume if asked by another member of the community. Violations of quiet or courtesy hours may result in disciplinary action. A 24-hour quiet policy will be enforced during final exam periods.

**Smoking Policy**

Simmons is a tobacco-free university, which includes cigarettes, e-cigarettes, and all forms of smokeless tobacco. Smoking is not permitted anywhere in or around any university housing. The University does not offer a smoking lounge or smoking area on university property. Students cannot use any form of tobacco or e-cigarettes on Simmons University property. Students wishing to smoke, must do so outside of the Simmons Residence Campus gates. Smoking cessation resources are available for interested students.

If tobacco products are used on campus by either a student or guest of a student, they will be asked to stop immediately by Public Safety, Residence Life staff or fellow community members. If members of the Simmons Community violate our tobacco-free policy, they will be referred to the conduct process.

**Hall Closings & Break Housing**

Important dates are provided on the housing website that include residence hall closings for fall and spring semester. Students are responsible for making travel arrangements well in advance in order to vacate the halls on or before closing dates. There is an extra charge for winter break and summer housing. Note: Due to COVID-19, the university may not be able to offer housing
during winter break or summer. Updates about housing availability will be provided to students via their Simmons email account. There is a separate housing application, contract, and fee for summer housing.

Registration is required for November Break and Spring Break. For winter break and summer housing, application and payment is required in advance in order to stay in the residence halls. Guests are not permitted during winter break. Undergraduate meal plans are not in effect during any break periods.

Parking for Resident Students

No parking for residential students is available at the Residence Campus. Please note that street parking is extremely limited, and cars are subject to parking tickets, towing, and theft and because public transportation is so convenient to the Residence Campus, students are strongly discouraged from bringing cars to the University.

Scheduling events on Residence Campus

Events held on the Residence Campus quad must be scheduled at least 14 days in advance and must be approved by both the Office of Leadership and Engagement and the Office of Residence Life.

Technology Policies

All Simmons students are expected to read and abide by the University’s Technology Policies.